



OFFICE OF THE COUNTY CLERK  
**MAUREEN O'CONNELL**  
NASSAU COUNTY CLERK



**SMALL CLAIMS ASSESSMENT REVIEW (SCAR)  
ARE SUBJECT TO MANDATORY E-FILING**

**What if I cannot file electronically?**

If you are unable to file electronically you must submit your paper SCAR Petition along with a completed OPT-OUT form. This form is available in our office, room 108 and on our website:

[www.nassaucountyny.gov/clerk](http://www.nassaucountyny.gov/clerk)

**Who may file a Petition?**

Homeowners who had their tax grievances denied by the Assessment Review Commission may file an appeal in the County Clerk's Office. This appeal, called a Small Claims Assessment Review Petition (SCAR Petition), allows for a homeowner who has had an original grievance denied to file a court case challenging the assessment. **The 2015 filing period begins on April 1, 2015.**

SCAR Petitions are available at the County Clerk's Office or on the County Clerk's website at:

[www.nassaucountyny.gov/clerk](http://www.nassaucountyny.gov/clerk)

You may complete the petition yourself, or have a representative do it for you. The petition should include supporting statements, records and other relevant information.

The completed petition must be accompanied by a \$30.00 filing fee payable by cash, credit cards\* (Visa, or MasterCard) check, money order to the "Nassau County Clerk." Be sure to write your name, address, and phone number on the check and present valid photo identification upon filing in person. *\*(nominal fee for credit cards apply)*

Once your petition is complete, present the original petition and one copy to the County Clerk's Division of Court Records (Room 108) for filing, where it will be assigned an AR Index Number. The AR number, which is located on the receipt next to "REF #", is recorded on the filed petition and is your proof of payment.

If you cannot file your petition in person, you may mail it, but it must be postmarked by the last day of the filing period. **The 2015 deadline for filing is April 30, 2015.** Failure to file on time will result in a dismissal of your claim. Submit your completed original petition and one copy, along with the \$30.00 filing fee and a self-addressed stamped envelope to receive your receipt and AR Index Number for the petition to:



Nassau County Clerk  
240 Old Country Road  
Room 108  
Mineola, New York 11501

After you have filed with the County Clerk's Office and received an AR number, serve the document to the County Assessor, your school district, and your incorporated village, if applicable. Please note that normally the Nassau County Treasurer would be served a copy, however the Treasurer may waive service, as has been past practice. Write the AR number on all copies before serving. After filing, the Clerk's Office forwards the petitions to Supreme Court.

It is important to note that the County Clerk's Office is not involved in scheduling the hearing or providing you with the decision. **To check on the status of your case, contact Supreme Court at (516) 493-3130.** After your hearing, a copy of the decision will be sent to you or your representative directly from Supreme Court.

**2015 COUNTY FILING PERIOD  
April 1, 2015 to April 30, 2015**

*For Village Scars, Please check with your Village to determine the final Tax Roll closing and filing period.*

## Serving your SCAR Petition

When challenging your property taxes by Small Claims Assessment Review Petition, first file the petition with the County Clerk's Office. Be sure to prepare necessary copies of the SCAR petition prior to filing. Once filed clearly write the AR number on each copy and serve them as follows:

### Nassau County Clerk

- The original petition
- One copy

### Nassau County Treasurer\*

- Serve one copy. The County Treasurer is located at 1 West St, Mineola.

*\* Please note the Treasurer has waived service*

### Nassau County Assessor

- Serve one copy. The County Assessor is located at 240 Old Country Rd, Mineola, on the 4<sup>th</sup> floor.

### Your School District

- Send one copy to your school district.

### Your Incorporated Village

- Send one copy to your incorporated village, if applicable.

### Your Records

- Retain one copy for your personal records.

## E-Filing your SCAR Petition

To electronically file your SCAR petition, you must obtain a user ID & Password from NYSCEF website: <https://iapps.courts.state.ny.us/nyscef/CreateTemporaryUser>

1. Complete & sign your SCAR petition
2. Save document as pdf
3. Go to **Start a New Case**, choose **Small Claims Assessment Review** as Case Type
4. Key in homeowner's information then proceed to payment (AMEX & VISA/MC)
5. County Clerk's office will assign a SCAR number (ER1577xxxx)
6. Paper copy must be served on County, Village or City Attorney; your local school district; along with Notice of Commencement form. Supreme Court also requires a courtesy copy delivered
7. County Clerk does NOT require hard copy of your filing

If you are unable to E-FILE you must submit your paper SCAR Petition accompanied by completed OPT-OUT form:

<https://iappscontent.courts.state.ny.us/NYSCEF/live/forms/notice.of.optout.pdf>

The Nassau County Clerk's Office has a clerical staff that is unable to assist or advise with the filling out of any documents. If you are in need of assistance you should seek legal advice.

Visit our website:

[www.nassaucountyny.gov/clerk](http://www.nassaucountyny.gov/clerk)